



Procurement Standards Board Minutes

August 13, 2020

Members attending Ms. Talia Lomax-O'dneal, Chair, Ms. Shannone Raybon, Dr. Cynthia Croom, Mr. Don Hardin, Mr. Tom Cross (representing Board member Bob Cooper)

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Ray, Procurement Division; Mr. Christopher Wood, BAO; Ms. Jerval Watson, BAO; Ms. Nicki Eke, Department of Law

Due to the global pandemic meeting held virtually. ITS checked sound.

Chairman Lomax O'dneal called the meeting to order.

Judy Cantlon called roll. Ms. Lomax-O'dneal made a statement regarding the need to hold the meeting virtually and entertained a motion to confirm the need to move forward electronically given the extent of the global pandemic. The Board voted that there was specific need to protect health and safety to hold the meeting virtually. Ms. Lomax-O'dneal entertained a motion to approve the last meeting's minutes. They were approved unanimously.

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Ms. Lane presented highlights from the Purchasing Agent's Report. A number of emergency purchases related to the March Tornado, the Riots that damaged the Courthouse, as well as the pandemic have been presented to Purchasing. She also noted that 100% of Purchasing staff is working from home. Ms. Lane noted that all performance metrics are included in Board member binders.

Procurement Regulation Modifications

A modification to the Procurement Regulations were presented for consideration. Specifically, proposed architectural and engineering regulation changes were presented to modify the selection process to mirror actual practice. Also, the Regulations related to the Receipt and Registration of Proposals and the regulation related to the Evaluation of Proposals were presented for modification to explicitly allow for the inclusion of non-Metro employees on RFP evaluation committees. After much discussion the board approved revisions to the following Regulations: R.08.080.01, R.4.12.040.12, and R4.12.040.13.

Adjournment – Ms. Talia Lomax-O'dneal, Chair

Next meeting November 5, 2020.

Chair Talia Lomax-O'dneal moved that the meeting be adjourned. Receiving a second and unanimous vote, the meeting was adjourned.

Respectfully submitted,

Judy Cantlon

Judy Cantlon

APPROVED:

Talia Lomax O'dneal

Talia Lomax O'dneal, Board Chair